

REQUEST FOR CONSIDERATION

ATTORNEY STUDENT LOAN REPAYMENT INCENTIVE U.S. DEPARTMENT OF JUSTICE FY 2005

- OARM strongly recommends that you read the ASLRP Policy and complete the ASLRP Eligibility Worksheet before beginning the request process.
- Requests must be TYPED or FORM-FILLED – not hand-written, except for initials and signatures.
- It is your responsibility to ensure your request is accurate, complete, properly assembled, and timely. OARM will not process late or incomplete requests.

ASSEMBLY AND SUBMISSION REQUIREMENTS:

Submit two request packets (one for OARM, one for your organization), *assembled as described below*, to your organization's ASLRP point of contact. (See Where To Submit Your Request at www.usdoj.gov/oarm under the "Attorney Student Loan Repayment Program" link.

OARM Packet: Submit one copy of Part 1 with Tabs as specified below. Submit 6 copies of Part 2, with resume attached as specified below.

- **Part 1: Attorney and Loan Information (One copy)**
 - Tab A: **One** current copy of each lender's statement of account status, 2004 payment history, and current balance on each loan. If loans were consolidated, documentation showing the original loans were qualifying loans
 - Tab B: Your signed Service Agreement (original signature)
 - Tab C: Statistical Data on Race, Ethnicity, National Origin, and Gender (optional)
- **Part 2: Justification (Six copies)**
 - Attach one copy of your current resume to each justification.

Component/Office/Bureau/Division (or equivalent) Packet: Submit one copy of Part 1 and Part 2, one copy of your justification and resume, and one copy of your signed Service Agreement. You are not required to provide lender's statements or statistical data on race, ethnicity, national origin, and gender in the component copy.

OARM WILL NOT PROCESS HANDWRITTEN OR INCOMPLETE REQUESTS, ASSEMBLE TABS, MAKE COPIES, OR ACCEPT MISSING DOCUMENTS SUBMITTED SEPARATELY